

## **ASSISTANT POLICE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible administrative position, the primary duties of which are assisting the Police Chief in planning and supervising the operations of the department. The employee of this class assists in the planning and directing of departmental operations, including the management of personnel; maintaining departmental equipment, property, and supplies; managing record-keeping; performing public relations duties; and assisting in directing law enforcement activities of the department. The incumbent of this class may be required to perform the duties of the Police Chief in the Chief's absence. The Assistant Police Chief works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Police Chief in the planning and directing of department operations. Performs the duties of the Police Chief in the Chief's absence. Recommends management policies for the department. Conducts inspections of various services of the department and observes department operations. Investigates complaints against department personnel and makes recommendations. Keeps informed on modern methods of police department work and any local conditions which the department may be called upon to combat. Studies new laws, regulations, ordinances, and court rulings relating to police department operations to determine if changes in department policies and procedures are needed. Sees that all department policies conform to EEOC standards.

Supervises the preparation of records, reviewing those completed by subordinates. Determines what information should be included in department records and in what form this information should be kept. Writes reports.

Promotes a positive public image of the work of the department in the daily performance of duties. Serves as official department representative at meetings of governmental or civic committees and groups. Acts as department representative to the news media. Answers telephone inquiries about the operation of the police department or any related areas of law enforcement

operations. Coordinates the work of the department with related federal, state, and local agencies.

Supervises subordinate department employees. Holds meetings with subordinate police officers for the purpose of receiving reports.

Discusses work performance with subordinates and with the Police Chief. Provides assistance to subordinates in technical areas of work. Approves leave. Supervises department employees by resolving employee complaints and grievances. Counsels employees who are experiencing work problems. Conducts corrective interviews and administer disciplinary action as directed.

Supervises a training program for the department and sees that such a program is properly staffed and supplied with training resources. Provides on-the-job training for department members.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and related property. Purchases or recommends the purchase of equipment and supplies, keeping such purchases within the established budget.

Assists the Police Chief in directing the law enforcement activities of the department, including patrol and general law enforcement functions, criminal investigation, special tactical operations, handling of juveniles, and traffic control and traffic accident investigation.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Police Sergeant with at least three (3) years in that class immediately preceding the closing date for application to the board.

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